

**MINUTES OF MEETING
CORAL SPRINGS IMPROVEMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held on Monday, May 15, 2017 at 4:00 p.m. at the District Office, 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Martin Shank	President
Duane Holland	Vice President
Nick St. Cavish	Secretary

Also present were:

Kenneth Cassel	District Manager
Seth Behn	District Counsel
Dan Daly	Director of Operations
Kay Holmes	District Accountant
Jan Zilmer	Human Resources
David McIntosh	Director of Utilities
Rick Olson	District Engineer
Joe Stephens	Water Department
Curt Dwiggin	Field Superintendent
Tim Martin	Wastewater Department
Shawn Frankenhauser	Drainage Department
Glen Hanks	Glen Hanks Consulting Engineers
Dushan Jevremov	Resident
Maria Jevremov	Resident
Charles D. Franken, PA	Resident Attorney
Michael Weiss	Resident

The following is a summary of the minutes and actions taken during the May 15, 2017 CSID Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Cassel called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the April 17, 2017 Meeting

Each Board member received a copy of the minutes of the April 17, 2017 meeting and Dr. Shank requested any corrections, additions or deletions.

Corrections were made and will be incorporated into the amended copy of the minutes.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the minutes of the April 17, 2017 meeting were approved as amended.

TWELFTH ORDER OF BUSINESS

Discussion of Letter from Attorney Regarding Five Vacant Lots

The following was discussed:

- Mr. and Mrs. Jevremov own five vacant lots within the District since 2000. They have not been billed the monthly standby fee.
- Mr. Frank sent a letter noting Florida Statute 95.11 limits the statute of limitation to five years. Mr. Lewis researched the statute and confirmed this is correct.
- Mr. and Mrs. Jevremov are offering to pay \$1,200 per lot.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor payment of five years in the rear at a total amount of \$1,200 per lot was approved.

THIRD ORDER OF BUSINESS

Audience Comments

Mr. Michael Weiss addressed the Board and the following was discussed:

- He notified the Board he removed 90% of the dock behind his property. He left a small portion so that he can access his boat. He is planning on selling his boat and he will remove the remainder of the dock once it is sold.
- Mr. Holland thanked him for removing the dock and asked if he was able to access it without the dock. Mr. Weiss responded it depends on the water level.
- Mr. Holland would like to discuss special accommodations for property owners who are handicapped. Mr. Lewis will look into this.

FOURTH ORDER OF BUSINESS

Discussion of Harbor Inn Apartments and Possible Waiver

Mr. Hanks discussed the following:

- The Permit Criteria Manual has a small section referencing consideration of waivers for properties that cannot fully meet all of the criteria.
- Harbor Inn Apartments were built in 1986/1987 and is on approximately 17 acres.
- The property is located in zones 1, 2 and 3 of the well field protection, which means the runoff water from this site gets to the District wells fast.

- The applicant is proposing to build a new clubhouse. In order to help meet the stormwater management criteria they are excavating the forest area to provide additional storage.
- In order for the project to fully meet the criteria they would have to demolish an existing building, remove parking and more.
- Mr. Hanks and Mr. Cassel have been working with the applicant over the past two to three months to see what will work with this site.
- The applicant is proposing construction of a .13 acre new clubhouse and paved parking. There are minimal changes to the impervious/pervious ratio on the site. Exotic invasive species are being removed and four feet of soil is being excavated to provide additional storage.
- They are currently meeting the storage for the 10 year storm event. They are increasing the storage at the 100 year elevation by more than 1.5 acre feet.
- After construction they will be in compliance with water quality requirements. They will not fully meet requirements for dry pretreatment for the existing built system; however, they will provide dry pretreatment for the new construction.
- The applicant is in the DRC process with the City and cannot go through the building permit review process until they have approval for the stormwater management permit. They are requesting a letter from the District to take to the City, while the stormwater management permit review and waiver procedure is finalized.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the District Manager was authorized to draft a letter of no objection to proceed with the building permit review.

FIFTH ORDER OF BUSINESS

Consideration of Work Authorizations

A. Work Authorization #123 for Canal Bank Assessment at Sites 6-12 for a Total Cost of \$73,017

Dr. Shank pointed out the cause of erosion is not being looked at. Discussion ensued and the Board requested the District engineer look into the causes of erosion.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor Work Authorization #123 was approved.

B. Work Authorization #124 for Effluent Pump Station Electrical Improvements at a Total Cost of \$338,553.23

Mr. Olson reviewed work associated with Work Authorization #124.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Work Authorization #124 was approved.

SIXTH ORDER OF BUSINESS

Consideration of WWTP SCADA Upgrade 2017-12 for a Total Cost of \$17,666

Mr. Martin stated the Wastewater Treatment Plant currently has a 32 bit operating system. The manufacturer has discontinued making parts for it, which will be an issue if it breaks down. Staff suggests upgrading to a 64 bit system. He reviewed the proposal for a total cost of \$17,666.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor WWTP SCADA upgrade was approved for a total cost of \$17,666.

SEVENTH ORDER OF BUSINESS

Consideration of WTP SCADA Upgrade 2017-13 for a Total Cost of \$49,366

The Board reviewed the proposal for a SCADA upgrade for the Water Treatment Plant for a total cost of \$49,366.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor WTP SCADA upgrade was approved for a total cost of \$49,366.

EIGHTH ORDER OF BUSINESS

Award of Bid No. 2017-10 for Boat/Trailer Purchase

Mr. Frankenhauser reviewed the need to purchase two new boats. A bid was submitted for a total cost of \$14,357.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the purchase of two new boats from Millers Boating Center at a total cost of \$14,357 was approved.

NINTH ORDER OF BUSINESS

Consideration of Revised Pricing for Project No. 2017-09 Total Suspended Solids Meter Project

Mr. Martin stated at the April meeting the Board approved \$96,145.45 to purchase total suspended solids equipment from Hach Company. Several items were inadvertently missing from the request: shipping and 11 extension couplings. The increase is \$3,793.40, resulting in a total cost of \$99,938.66.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor an additional expense of \$3,793.40 was approved for Project No. 2017-09 Total Suspended Solids Meter Project.

TENTH ORDER OF BUSINESS

Consideration of Engagement Letter with Keefe McCullough to Perform the Financial Audit for Fiscal Year Ending September 30, 2017

Ms. Holmes noted there is a 1.2% increase in the fee.

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the engagement letter with Keefe McCullough to perform the Fiscal Year 2017 financial audit was approved.

ELEVENTH ORDER OF BUSINESS

Distribution of the Proposed General Fund Budget and Consideration of Resolution 2017-5, Approving the Budget and Setting the Public Hearing

The Board reviewed the proposed budget.

- Dr. Shank questioned why there is a large increase for *special consulting services*. Mr. Cassel noted \$70,000 was adopted in the Fiscal Year 2017 budget. The approval of the budget sets the high water mark. The amount can be decreased before it is adopted.
- Mr. St. Cavish asked about the \$1,140,000 budgeted for capital improvements. Ms. Holmes explained part of it is for canal bank sites 6 through 12.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor Resolution 2017-5, approving the general fund budget for Fiscal Year 2018 and setting the public hearing for July 17, 2017, was adopted.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

• **Discussion of Stantec Engagement Letter Verbiage**

The following was discussed:

- Mr. Cassel reported the standard contract language was sent to Stantec. They had some questions and Mr. Lewis has been discussing the verbiage with Stantec’s attorney.
- Mr. Lewis stated the hold harmless verbiage Stantec drafted would limit their liability of the price of the contract. The District has potential liability of being sued if the assessment methodology is incorrect.
- Mr. Cassel suggested Stantec name the District as additionally insured or request they pick up an insurance policy to cover this liability.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the Board approved the suggested verbiage contingent upon Stantec naming the District as additionally insured or adding an insurance policy.

B. Engineer – Rick Olson (Report Included)

Mr. Olson reviewed the project status report, a copy of which is attached hereto and made a part of the public record.

- The geotechnical evaluation was completed on the administration building structure. The soils around and under the building look good.
- The structural engineer compared the foundations to the soil conditions and determined they were appropriately designed.
- The movement of the slab may have been caused by some swelling of slightly plastic soils under the slab by the pond leaking. There are no major issues with the building.
- A small excavation on the side of the building will be done to look at how water may be between the retention wall and the building.

C. Department Reports

• **Operations – Dan Daly**

➤ **Utility Billing Work Orders**

The above item is for informational purposes only. Mr. Daly also reported the District executed a use agreement with Madsen Barr to store equipment on District property for \$500 per month.

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the agreement with Madsen Barr was approved.

- **Utilities Update (David McIntosh)**

Mr. McIntosh reported he and Ms. Rubio attended a grant monitoring workshop. Ms. Rubio already attended a grant writing workshop. He may attend a grant writing workshop in July because of the complexity in dealing with grants.

- **Water – Joe Stephens (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- Some of the large rocks placed where the flushing line drains into the pond were washed away. Mr. Olson is looking into alternatives.
- The north degasifier is scheduled to be cleaned May 16 and May 17, 2017.
- They met with a hydrogeologist regarding Well #4. The thought process is to clean out the existing debris at the bottom around the motor, perform the pump test and survey it with a camera while it is pumping to see what the issue is.
- It is going to take two more weeks to get the motors for the feed and transfer pump motor spares.

- **Wastewater – Tim Martin (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Stormwater –Shawn Frankenhauser (Report Included)**

A copy of the report was included in the agenda package and is attached hereto as part of the public record.

- **Field – Curt Dwiggins (Report Included)**

A copy of the report was included in the agenda package. Mr. Dwiggins distributed and reviewed the Service Replacement Program Progress Report. Copies of both reports are attached hereto as part of the public record.

- **Human Resources – Jan Zilmer**

There being no report, the next item followed.

• **Motion to Accept Department Reports**

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the department reports were approved.

D. Attorney

Mr. Lewis distributed and reviewed an end of session update for the 2017 Legislative Session; a copy of which is attached hereto and made a part of the public record.

Dr. Shank asked if the District can fine anyone found dumping pollutants into the District’s canals.

Mr. Lewis responded under Chapter 298 the District has the authority to sue for damages. There is no statutory authorization to impose fines. He advises the District immediately notify DEP, SFWMD and the County who do have the ability to impose fines.

FOURTEENTH ORDER OF BUSINESS

Approval of Financial Statements for April 2017

There being no questions or comments,

On MOTION by Mr. St. Cavish seconded by Mr. Holland with all in favor the financial statements were approved.

FIFTEENTH ORDER OF BUSINESS

Supervisors’ Request

The following was discussed:

- Mr. Holland congratulated the leadership team on how the fiscal year is going. He would like to meet with Mr. Flores to discuss how to move forward. A workshop meeting was scheduled for July 11, 2017 at 2:00 p.m.
- Mr. Holland discussed the press release. He stated it did not emphasize the District’s intent of revenue sharing. He feels it should be included in the newsletter. Dr. Shank indicated he will include a press release once the suit is filed.
- Mr. St. Cavish thanked Mr. Zilmer and all involved in putting together the April picnic.


SIXTEENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Holland seconded by Mr. St. Cavish with all in favor the meeting was adjourned.


Kenneth Cassel
Assistant Secretary


Martin Shank
President